



ALAMEDA COUNTY
CONGESTION MANAGEMENT AGENCY

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November 3, 2009
Agenda Item 4.1

Date: October 27, 2009
To: ACTAC
From: Diane Stark, Senior Transportation Planner
Subject: Alameda Countywide Bicycle and Pedestrian Plan Updates: Scope of Work

Action

ACTAC is requested to provide input on the attached draft scope of work for the joint update of the Countywide Bicycle Plan and Pedestrian Plan. CMA is overseeing the Bicycle Plan update and ACTIA is overseeing the Pedestrian Plan update. Both Plans will ultimately be adopted by the CMA and ACTIA Boards. The scope of work was reviewed and discussed at the kick off meeting of the Alameda Countywide Bicycle/Pedestrian Plans Working Group on October 21, 2009, and at the October 20, 2009 ACTIA BPAC meeting.

Next Steps

The Request for Proposal (RFP) for the Bicycle Plan and Pedestrian Plan updates is scheduled to be released in December 2009.

Discussion:

Background

ACTAC reviewed the schedule and process for the updates of the Countywide Bicycle Plan and Pedestrian Plan at the September 2009 meeting. Additionally, ACTAC reviewed a list of member agencies and organizations for a new Countywide Bicycle and Pedestrian Plans Working Group which will provide input on both plans, and recommended four Planning Areas representatives as members. The Working Group requested that, in addition to the proposed members, a participant-based membership be created to ensure participation by all interested jurisdictions and stakeholders. As part of ACCMA and ACTIA's efforts to coordinate both Plans, the scope of work for both plan updates has been combined into one Request For Proposal (RFP) that includes a section on the Countywide Bicycle Plan, which ACCMA will manage, and the Pedestrian Plan, which ACTIA will manage. A copy of the combined working draft scope of work for both Plans is attached for ACTAC's review and input. This version of the scope of work will be revised based on input from ACTAC, ACTIA's BPAC and the Working Group, and then be finalized by staff before being released.

Schedule

Below is the draft timeline for the plan updates process.

Task Description	Meeting	Proposed Schedule
Bike/Ped Plan strategy update and appointment of Working Group members	CMA's ACTAC	September 1, 2009 <i>Completed</i>
Input on draft scope of work	ACTIA BPAC	October 20, 2009 <i>Completed</i>
Working Group Kickoff and input on draft scope of work	Bicycle and Pedestrian Plans Working Group	October 21, 2009 <i>Completed</i>
Input on Draft Scope of Work	ACTAC	November 3, 2009
Approve release of RFP and Ped Plan funding amount	ACTIA Board	December 3, 2009
Release joint Bike/Ped Plans Update RFP	-	December 2009
Consultant Approved	ACTIA Board	February 2010
Consultant Start Date	-	April 2010
Draft Plans Completed	-	January 2011
Final Plans Adopted	ACTIA & CMA Boards	March 2011

WORKING DRAFT

Scope of Work

for

Updating Alameda County's

Countywide Strategic Pedestrian Plan and

Countywide Bicycle Plan

The consultant shall provide the following professional and technical planning services in the updating of Alameda County's Countywide Strategic Pedestrian Plan (hereafter called the "Countywide Pedestrian Plan") and the Countywide Bicycle Plan: project management; analysis of existing relevant documents, policies and procedures; interviews with stakeholders; research and knowledge of best practices, including transportation policies and modeling; assistance in public outreach, including meeting attendance, facilitation and presentation; map development; and preparation of technical memoranda and the plan documents.

To the highest degree possible, the consultant will tightly coordinate the updates of the Countywide Pedestrian Plan and Countywide Bicycle Plan. This coordination will include public outreach, document and policy analysis, interviewing stakeholders, and developing plan chapters, cost estimates, priority projects and maps to avoid duplication of work and to most effectively use the agencies', consultants' and stakeholders' time.

Task 1: Interagency Coordination and Management

1.A: Inter-Agency Coordination

The consultant will develop, recommend and implement a streamlined approach for working with two lead agencies that supports effective development of the plans. If the adopted approach is found to require changes for the client or consultant during the term of the agreement, it will be evaluated for effectiveness and modified as needed.

1.B: Kick off Meeting

The consultant will meet with ACTIA and ACCMA staff to review the purpose of the project, scope of work and project goals. All relevant documents will be provided to the consultant. A list of stakeholders will be provided by ACTIA and the ACCMA.

Deliverable 1.1: Memo with recommendation on coordination with two agencies (original draft, final version and up to three modifications, if necessary, during the term of the agreement).

Deliverable 1.2: Kick-off meeting minutes and detailed next steps within one week of meeting.

Task 2: Develop Approach to Coordinate Plans Development

The consultant will develop and implement an approach to coordinate the process of updating the two plans, with the goals of creating: (1) an efficient and streamlined process for updating the plans, and (2) useful plans that equally consider both walking and bicycling. The consultant is strongly encouraged to bring innovative and strategic thinking to this task.

Task 2.A: Develop Plans Coordination Approach

The consultant will recommend how to best tightly coordinate the development of the updates to the two plans. Coordinating the updates may include, but is not limited to, coordination of scheduling meetings, contacting stakeholders, gathering data, conducting outreach, and receiving and incorporating comments. The consultant will develop a detailed project schedule, based on the final coordination approach, which includes all necessary outreach meetings and is coordinated with other applicable projects.

Task 2.B: Develop Format of Plans

Coordinating the format of the final plans will have the goal of creating two parallel and consistent documents. This effort will include determining tasks that overlap and those that are distinct. It will also consider the key audience(s) for the Plans. This task may include eliminating, moving, combining or adding sections and tables in the Plans. It may also include placing sections into appendices or separate documents. The result will include developing a detailed table of contents and format for each plan.

Deliverable 2.1: Technical memorandum on approach for a streamlined and coordinated Pedestrian and Bicycle Plans update process (two drafts and one final version).

Deliverable 2.2: Detailed project schedule (draft and final versions).

Deliverable 2.3: Detailed Table of Contents for both plans, with a description of proposed chapter content and tables/charts (two drafts and one final version).

Task 3: Public Outreach/Meetings

Public input will be solicited in a number of ways, including from a Working Group, to be established by ACTIA and the ACCMA, at meetings of ACTIA's Bicycle and Pedestrian Advisory Committee (BPAC) and the CMA's Alameda County Technical Advisory Committee (ACTAC), and through other outreach efforts as discussed below. The consultant will be expected to attend and facilitate a total of up to 12 Working Group (or other) meetings. For Working Group meetings, this task includes the preparation of all materials (agendas, accompanying materials and meeting notes), while for other meetings, it would most likely only include the preparation of staff reports.

The consultant will develop a PowerPoint presentation that provides an overview of the planning effort, for use by ACTIA and ACCMA staff to do additional public outreach.

The consultant will evaluate and recommend an approach for additional public outreach, including traditional public meetings, new forms of social media, and ways to utilize the agencies' websites. The recommendation will weigh the anticipated public involvement and interest with the cost of the different outreach options.

Deliverable 3.1: Agendas, materials and notes for up to 12 Working Group (or other) meetings.

Deliverable 3.2: PowerPoint presentation with an overview of the plans update effort (draft and

final versions).

Deliverable 3.3: Memo on outreach opportunities and recommended approach (draft and final versions).

Task 4: Update Countywide Pedestrian and Bicycle Plans

The consultant will update and edit all chapters of the Countywide Pedestrian Plan (2006) and the Countywide Bicycle Plan (2006), according to the final approach developed by staff and the consultants in Tasks 2A and 2B. The final number and content of the chapters may change, as a result of recommendations in Task 2.

The following Tasks 4A and 4B outline the current approach to the elements to be included in the updates of each Plan. This reflects current thinking on the modifications to the emphasis and content of the current (2006) chapters and the addition of new chapters, and may change based on the recommendations made in Task 2.

Task 4A: Update Countywide Pedestrian Plan

4.A.1 Existing Conditions Chapter

The emphasis of this chapter update will be to:

- a. Add new section summarizing progress on the plan implementation since the first plan was adopted in 2006, and including the actions outlined in the *Next Steps Chapter*.
- b. Research and analyze the available local, county and regional data and documents, and conduct limited interviews with stakeholders (in person or via email, as appropriate) to determine how the overall state of pedestrian planning in the county has changed since 2006.
- c. Update data on who is walking, how much and why. Use available data (including summarized trip and transit data in available documents). This task includes updating and expanding Tables 4 and 6.
- d. Add new section on countywide pedestrian count data collected during the previous five to ten years. Analyze and report on any trends.
- e. Expand analysis of pedestrian collisions and fatalities (Table 7), focusing on trends at the county, planning area and city levels. As feasible, determine estimated collision and fatality rates. Include primary causes of collisions, party at fault, collisions by age, time of day, etc.
- f. Update data on health and physical activity in Alameda County, as data is available. Include new research (since 2006) on the link between physical activity and the built environment. Add a discussion of health inequities.
- g. Update current trail mileage for trails of countywide significance, as reported in Table 5. Highlight changes since 2006.
- h. Add a discussion of Priority Development Areas (PDAs), including the goals, current policies, and their current locations in Alameda County.
- i. Update the section on walking programs, with an emphasis on what has changed since 2006, including new countywide efforts.
- j. Update the list of cities with pedestrian plans (Table 8). Report on changes to this list since

2006, and progress toward the Countywide Pedestrian Plan goal of having a pedestrian master plan for each city in Alameda County by 2011.

- k. Review all local pedestrian plans to summarize any quantitative data on infrastructure funding needs. Update Appendices C and D, potentially through asking similar survey questions as in Appendix A (4.1) or by reviewing local pedestrian plans. Determine and list cities with ADA Transition Plans. Report on changes since 2006.
- l. Other applicable data may be included, as deemed necessary. The consultant may suggest additional data that is available and would contribute to the documentation of existing conditions.
- m. Overall, create and add new charts, maps, graphs, pop-out boxes, etc to make the data in this chapter easy to see and understand.

The above updates will help in the analysis of the current goals (Task 4.A.3) and will identify what additional data is needed to measure progress towards the goals (Task 4.A.6).

Deliverable 4A1.1: Technical memorandum summarizing the existing conditions (one administrative draft version, one Working Group draft and one final draft).

4.A.2 Evaluation of Current Practices Chapter

The consultant will update, revise and significantly expand the currently titled “Institutional Obstacles” chapter. This chapter will be modified to focus mainly on policies and practices that impact walking at the local, county, regional, state and federal level, with a strong emphasis on the roles of the two countywide transportation agencies (ACTIA and the ACCMA) in impacting the use and safety of walking in Alameda County.

The revised chapter will discuss the more significant policies and practices that do, or could, benefit the walkability of the county. It will include a review of ACTIA and ACCMA policies and practices that currently benefit walkability (“key strengths”), areas that could be improved with minor adjustments (“enhancements”) and areas that could use more work (“opportunities”). It will be written, in conjunction with review by the Boards, with the goal of informing specific action steps for local and countywide agencies to improve walking in the county. These steps will be included in the *Implementation Chapter*, and could include new, expanded or revised policies and practices.

The context for this chapter is that many agencies have existing policies promoting walking, and agencies that do not have these policies are generally supportive of creating more walkable communities. Yet, many people believe that too few pedestrian improvements are being made. This chapter provides a way to explore this conundrum, and develop specific action steps for Alameda County agencies.

The emphasis of the updates and revisions to this chapter will be:

- a. At the ACTIA and ACCMA level, the following policies, documents and practices will be reviewed for their effectiveness in promoting the walkability of the county:
 - i. Countywide Transportation Plan
 - ii. Measure B and any updates to the Measure
 - iii. Implementation of Funding Programs
 - iv. Implementation of Capital Projects
 - v. Countywide Transportation Model

- vi. Climate Action efforts
- b. The consultant will provide an overview of national, state, regional and local Complete Streets policies, and develop recommendations for implementing Complete Streets/Routine Accommodation in Alameda County (at the countywide and local levels).
- c. Revise text in the *Institutional Obstacles* chapter of the 2006 Pedestrian Plan to focus on the most significant barriers to walking in Alameda County.
- d. As is beneficial, review local examples of obstacles, by examining projects in the Pedestrian Plan that have not been implemented, and exploring how any current policies or practices may be responsible for progress not being implemented in a timely manner.

This task will be based on limited stakeholder meetings (ACTIA, ACCMA, selected cities, agencies, and non-profits), the consultant's expertise and knowledge of pedestrian planning and transportation modeling, and additional available research on the topic. This work will feed into Task 4.A.3 (vision and goals).

Deliverable 4A2.1: Technical memorandum on the obstacles and policy opportunities for improving walkability (one administrative draft version, one Working Group draft and one final draft).

4.A.3 Vision and Goals Chapter

The consultant will update the Vision and Goals Chapter by analyzing and updating the vision and goals, as needed, including to relate to Bicycle Plan goals. This task will include input from the Working Group, BPAC and ACTAC, and will reflect the information gathered in Tasks 4A.1 and 2. The emphasis of this chapter update will be to:

- a. Review the walking mode goals, and update them as needed, to reflect relevant new goals, if any, at the regional, state or federal level.
- b. Incorporate climate change efforts and legislation (state, county, other).
- c. As needed and feasible, revise goals to ensure that they can realistically be monitored.
- d. Incorporate the Active Transportation Case Statement goals.

Deliverable 4A3.1: Technical memorandum for the vision and goals chapter (one administrative draft version, one Working Group draft, and one final draft).

4.A.4 Countywide Priorities Chapter

The consultant will update the Countywide Priorities Chapter, expanding its focus beyond its current competitive countywide pedestrian funding emphasis to also include priorities for pedestrian projects, programs and plans that are needed to improve walkability in the county, regardless of funding source. The emphasis of this chapter update will be to:

- a. Evaluate progress made on implementing the current priorities, by:
 - i. Developing and implementing a methodology, in collaboration with ACTIA and ACCMA staff, to assess progress on implementing the countywide priorities since 2006, as feasible.
 - ii. Reviewing projects and programs funded in applicable countywide discretionary funding cycles since 2006 to determine which priorities in the Plan are being implemented, and which are not.
- b. Review the current categories of "countywide significance," and make recommendations on possible changes to the overall categories. Add any missing areas, such as major

- physical barriers to walking, which may include developing a list of these barriers; and pedestrian-related research that would benefit Alameda County. Solicit input from Working Group, BPAC and ACTAC for this task.
- c. Review, update and provide recommendations to edit the lists of areas of countywide significance (Appendix E), and programs of countywide significance.
 - d. Develop a recommendation for selecting higher priority areas within the (revised, per above) areas of countywide significance, and implement. Solicit input from Working Group, BPAC and ACTAC for this task.
 - e. Recommend a method for tracking progress on countywide priorities in the future, including whether this effort should only be done for higher priority projects.
 - f. Review program areas of countywide significance and recommend changes, as needed. The consultant recommendations will be based on research showing the types of programs that are most effective. Recommend programs that are needed at the countywide level (to be implemented either by a countywide public agency, local agency or non-profit), as opposed to solely the local level.
 - g. Update maps (Figures 2 to 7), to reflect all changes to the areas of countywide significance.
 - h. As needed, create new maps showing the higher priority pedestrian areas.
 - i. Create or update maps showing bicycle and pedestrian plan priorities (both the entire network/all priorities and the higher priority projects).
 - j. Within this chapter, clarify which priority areas solely apply to countywide competitive grant funding and which are overall county priorities, whether funded through a countywide grant, Measure B bicycle/pedestrian safety funds, or otherwise.
 - k. Additional mapping ideas. Map the areas of countywide significance or high priority areas, with the following items.
 - iii. Priority Development Areas (PDAs) – existing and proposed
 - iv. Population or percent of population within one-half mile of major transit
 - v. Poverty levels
 - vi. Predicted pedestrian volumes
 - vii. Others to be determined

Deliverable 4A4.1: Technical memorandum with progress made on implementing countywide priorities since 2006.

Deliverable 4A4.2: Technical memorandum with recommendations on revisions to the categories of “areas of countywide significance”.

Deliverable 4A4.3: Technical memorandum on the high priority areas (one administrative draft version, one Working Group draft and one final draft).

Deliverable 4A4.4: Final updated and new maps (up to 15 maps total).

4.A.5 Costs and Revenue Chapter

The emphasis of this chapter update will be to:

- a. With input from ACTIA and the ACCMA, recommend a timeframe to use for projecting

- future costs and revenue (e.g. 25 years, 10 years, 4 years).
- b. Work with the Working Group, ACTAC and BPAC to recommend an approach for developing final plan costs. Implement the approved approach.
 - c. Include a summary of total funding needs from local pedestrian master plans (as developed in *Existing Conditions* chapter update). Analyze how the total amount has changed since 2006. Compare the pedestrian funding gap to that for roadway repaving, to place pedestrian needs in perspective with roadway needs.
 - d. Update all revenue estimates. Analyze changes in available funding levels.
 - e. Summarize actual revenue received for pedestrian projects, programs and plans from 2006-2009. Compare to anticipated revenues and analyze the difference.
 - f. Determine what has been expended on countywide trails and programs since 2006. Compare to annual anticipated need.

Deliverable 4A5.1: Technical memorandum on costs and revenue, including updated Tables 9 and 10 (one administrative draft version, one Working Group draft and one final draft).

4.A.6 Implementation Chapter

The consultant will revise the currently title “Next Steps” chapter to clearly identify implementation actions needed to complete the updated Pedestrian Plan, and to show the responsible agency for each action. The consultant, in conjunction with the Working Group, will prioritize the actions and will include a timeframe (short, medium, long) for each.

The emphasis of this chapter update will be to:

- a) Describe specific action steps to be taken to implement goals, projects, policies and programs, as identified in earlier chapters. Identify a responsible agency for each action.
- b) Establish methods to track progress on implementing the Plan vision and goals.
- c) Focus on, but do not limit, the actions to the near term (the next four years, before the next Pedestrian Plan Update).
- d) Include ways that ACTIA and ACCMA and other organizations/agencies can more closely collaborate on implementation.
- e) Recommend any additional tools, resources, programs, or data that should be developed to meet the pedestrian vision developed in Task 4A.3.

Deliverable 4A6.1: Technical memorandum on implementation steps (one administrative draft version, one Working Group draft and one final draft).

4.A.7 Executive Summary and Introduction Chapters

The consultant will update both of these chapters after the draft Plan has been completed. The Executive Summary should be written to serve as a stand-alone document.

Deliverable 4A7.1: Draft Executive Summary Chapter (one administrative draft version, one Working Group draft and one final draft)

Deliverable 4A7.2: Draft Introduction Chapter (one administrative draft version, one Working Group draft and one final draft)

Task 4B: Update Countywide Bicycle Plan

4.B.1. Introduction (Vision and Goals) Chapter

The consultant will update the Vision, Goals and Objectives of the Countywide Bicycle Plan. This task will include input from the Working Group, ACTAC and BPAC, and will reflect information gathered in the Existing Conditions and Current Practices chapter updates. The consultant will include a discussion of the following:

- a. Review bicycle goals. Update as needed, to reflect relevant new goals at the regional, state or federal level.
- b. Update Transit Oriented Development and Transit Priority Zones, including bicycle access to and on transit.
- c. Discuss climate change efforts and legislation and how implementation of the Bicycle Plan contributes to these efforts.
- d. Discuss how the Bicycle Plan is coordinated with the Countywide Pedestrian Plan and the Regional Bicycle Plan, including policies, priorities and funding.
- e. As needed and feasible, revise goals to ensure that they can be realistically monitored.

Deliverable 4.B.1.1: Technical memorandum of the introduction including revised vision, goals and objectives (one administrative draft version, one Working Group draft and one final draft)

4.B.2 Existing Conditions Chapter

The emphasis of this chapter will be to update and revise the existing conditions chapter to reflect changes to bicycle data since the 2006 Bicycle Plan was adopted, as well as trends since the first Countywide Bicycle Plan was adopted in 2001. In addition to updating data and tables outlined in Appendix A, this discussion may include new information to be responsive to regional, state and federal focus on Transit Oriented Development, Transit Priority Zones or other relevant information.

Updates and revisions to this chapter should include a review of available documents and input from jurisdictions, ACCMA staff, Working Group, ACTAC, and ACTIA's BPAC. The following is requested:

- a. Add a new section summarizing progress on implementation of the Bicycle Plan since the first plan was adopted in 2001, and the first update was adopted in 2006.
- b. Update data on who is bicycling, how much, where, and why. Use available data including summarized bicycle counts, transit data, and bicycle mode split at transit. Update maps of regional attractors and generators and of connections to adjacent counties. Analyze and report any trends.
- c. Update bicycle safety data, including bicycle collision numbers and locations, and provide analysis focusing on trends at the County, Planning Area and City levels.
- d. Update status of local Bicycle Plans, Parking Programs and Ordinances
- e. Update information about bicycle access storage, lockers and stations at rail and ferry stations

- f. Add a discussion of Priority Development Areas (PDAs), including the goals, current policies, and their locations in Alameda County.
- g. Update the status of bike access to and on rail and bus
- h. Update the status of bike programs, including safety education and wayfinding signage programs
- i. Add a new section reviewing the major physical barriers (such as freeways, waterways, railroads or other) to bicycling in the county and show where major connectivity gaps exist.
- j. Update the existing Bicycle Network (2006) to correct maps and include segments and alignments that are completed or were modified since the last plan update.
- k. Other applicable data may be included, as deemed necessary. The consultant may suggest additional data that is available and would contribute to the documentation of existing conditions.
- l. Overall, create and add new charts, maps, graphs, pop-out boxes, etc to make the data in this chapter clear and easy to understand.

The updates outlined above are intended to help analyze the current goals (Task 4.B.1) and identify additional data needed to measure progress towards the goals (Task 4.B.6)

Deliverable 4.B.2.1: Technical memorandum summarizing the existing conditions, progress in implementing the Plan since 2001, and discussing any trends in bicycle usage since 2006. (This will include one administrative draft version, one Working Group draft and one final draft).

4.B.3 Evaluation of Current Practices

The consultant will develop a new chapter that focuses mainly on policies and practices that impact bicycling at the local, county, regional, state and federal level, with a strong emphasis on the roles of the two countywide transportation agencies (ACTIA and the ACCMA) in impacting the use and safety of bicycling in Alameda County.

The new chapter will discuss the more significant policies and practices that do, or could, benefit the ability to safely bicycle in the county. It will include a review of ACTIA and ACCMA policies and practices that currently benefit biking ("key strengths"), areas that could be improved with minor adjustments ("enhancements") and areas that could use more work ("opportunities"). It will be written, in conjunction with review by the Board, with the goal of informing specific action steps for local and countywide agencies to improve biking in the county. These steps will be included in the *Implementation Chapter*, and could include new, expanded or revised policies and practices. This chapter will develop specific action steps for Alameda County agencies. The following areas will be explored:

- a. At the ACTIA and ACCMA level, the following policies, documents and practices will be reviewed for their effectiveness in promoting the bikability of the county:
 - i. Countywide Transportation Plan
 - ii. Measure B and any updates to the Measure
 - iii. Implementation of Funding Programs
 - iv. Implementation of Capital Projects
 - v. Countywide Transportation Model
 - vi. Climate Action efforts
- b. The consultant will provide an overview of national, state, regional and local Complete

Streets policies, and develop recommendations for implementing Complete Streets/Routine Accommodation in Alameda County (at the countywide and local levels).

- c. List the most significant barriers to bicycle usage in Alameda County.
- d. As is beneficial, review local examples of obstacles, by examining projects in the Bicycle Plan that have not been implemented, and exploring how any current policies or practices may be responsible for progress not being implemented in a timely manner.

This task will be based on limited stakeholder meetings (ACTIA, ACCMA, selected cities, agencies and non-profits), the consultant's expertise and knowledge of bicycle planning and transportation modeling, and additional available research on the topic. This work will feed into Task 4.B.1 (vision and goals).

Deliverable 4.B.3.1: Technical memorandum on the policy obstacles and opportunities to improving bicycling in Alameda County (one administrative draft version, one Working Group draft and one final draft).

4.B.4 Proposed Facility and Programs Improvements Chapters

4.B.4.a Proposed Facility Improvements

The consultant will complete the following tasks related to proposed facility improvements. Where possible, priorities should be coordinated with the Countywide Pedestrian Plan. Coordinate with ACTIA, and obtain input from Working Group, ACTAC and BPAC. The emphasis of these chapters will focus on:

- a. Review past and revise procedures and criteria for identifying and placing bicycle network projects and programs into appropriate categories to fit within funding availability.
- b. Update the High Priority, Financially Constrained and Vision Network access and infrastructure improvement projects based on Vision and Goals, and Evaluation of Current Practices developed in Tasks 4.B.1 and 4.B.3. Discuss relationship of priorities to cross county corridors and regional bicycle trail system, spot improvements and spur routes, and programs. Add interface with Transit Priority Zones and Priority Development Areas and list of significant barriers.
- c. Expand High Priority Projects discussion to include:
 - i. Programs as High Priority Projects (see 4.B.4.B. below).
 - ii. Access and infrastructure improvements that support TOD as identified in the Countywide Transportation Plan.
- d. Add new projects, remove deleted projects and modify alignments on the Countywide Bicycle network. Base changes on:
 - i. Criteria defined in the beginning of this task, which will reflect the goals and objectives identified in Task 4.B.3, including TODs, PDAs, Transit Priority Zones, bicycle access to and on transit and responsiveness to Climate Change legislation.
 - ii. Input from Working Group, ACTAC and BPAC.
 - iii. Opportunities to close gaps in corridors and network to reach continuity and completeness, including spot improvements and spur routes, paying particular

attention to gaps in the network that may have resulted from the changes in goals identified in Task 4.B.3.

- e. Update maps, tables and appendices in the 2006 Bike Plan, including cross-county bicycle corridors and regional multi-use bikeway facilities on the Vision Network, Financially Constrained, High Priority Projects, and Education Programs.
- f. Review and revise Transit Priority Zones and Transit Oriented Developments and Priority Development Area discussion. Include an emphasis on bicycle access to and on transit. This may include bike/transit interface, including specific bikeway alignments recommended for the major transit stations, bicycle storage at stations, and future work needed for station access design recommendations.
- g. Review and revise section on rehabilitation of the existing on-street bicycle system and criteria.
- h. Add a new section on opportunities to provide major connectivity where there are major physical barriers to bicycling in the county (such as freeways, waterways, railroads) as identified in Task 4.B.2.
- i. Write Summary of Recommendations,

Deliverable 4.B.4.1: Technical memorandum on the proposed facility improvements (one administrative draft version, one Working Group draft and one final draft).

4.B.4.b Proposed Programs

The consultant will complete the following tasks related to proposed programs:

- a. Review and revise Proposed Programs, as necessary, with input from the Working Group, ACTAC and BPAC. Evaluate the need for each of the listed programs and the need for additional programs, and the progress made to date on implementing the listed programs. Coordinate with ACTIA for opportunities to overlap with the priority programs in the Countywide Pedestrian Plan. Current program categories include:
 - i. Signs,
 - ii. maintenance,
 - iii. parking,
 - iv. education and
 - v. promotion
- b. Include recommendations identifying responsible parties and next steps.

Deliverable 4.B.4.B.1: Technical memorandum on the proposed programs (one administrative draft version, one Working Group draft and one final draft).

4.B.5 Implementation Chapter

The consultant will revise the Implementation Plan chapter using the results from Tasks 4.B.2, 4.B.3 and 4.B.4 above, and the input from the Working Group, ACTAC and BPAC. The consultant will revise this chapter to include specific implementation action steps and responsible parties. Include and update of costs and revenues. The updates will include:

- a. Develop a fiscally constrained list of High Priority projects. Include a review of the prioritization criteria, making revisions as necessary, and developing a revised list of projects and programs.

- i. For Capital Projects, include bikeways and “spot improvements,” as defined on page 68 of the Countywide Bicycle Plan (2006).
 - ii. Review and update Summary of Recommended Bikeway Improvements to include, Bike Access Improvements at TOD and Transit Priority projects, based on information developed in Task 4B4. Revise or replace tables, to make a more user-friendly format.
 - iii. Summarize High Priority Projects and Programs, in a format that is useful to those that use the Countywide Bicycle Plan.
- b. Describe specific action steps to be taken to implement goals, projects, policies and programs, as identified in earlier chapters. Identify a responsible agency for each action.
 - c. Establish methods to track progress on implementing the Plan vision and goals.
 - d. Focus on, but do not limit, the actions to the near term (the next four years, before the next Bicycle Plan Update).
 - e. Include ways that ACTIA and ACCMA and other organizations/agencies can more closely collaborate on implementation. Expand discussion of areas of overlap between the Countywide Bicycle Plan and the Countywide Pedestrian Plan, as needed.
 - f. Recommend any additional tools, resources, programs, or data that should be developed to meet the vision developed in Task 4.B.1.
 - g. Revise procedure for amending the Countywide Bicycle Plan between updates with input from the Working Group, ACTAC and BPAC.
 - h. With input from ACTIA and the ACCMA, recommend a timeframe to use for projecting future costs and revenue (e.g. 25 years, 10 years, 4 years).
 - i. Work with the Working Group, ACTAC and BPAC to recommend an approach for developing final plan costs. Implement the approved approach.
 - j. Project Costs. Revise the construction cost estimates to make sure they are accurate, up to date and consistent with other plans.
 - k. Update all estimates of future revenues. Analyze changes in available funding levels. Revise funding availability to reflect the most recent Alameda Countywide Transportation Plan as well as other bicycle funding programs.
 - l. Summarize actual revenue received for bicycle projects, programs and plans from 2006-2009. Compare to anticipated revenues and analyze the difference.
 - m. Determine what has been expended on countywide trails and programs since 2006. Compare to annual anticipated need.

Deliverable 4B.5.1: Technical memorandum on implementation steps (one administrative draft version, one Working Group draft and one final draft).

Deliverable 4A.5.2: Technical memorandum on costs and revenue, including updated tables (one administrative draft version, one Working Group draft and one final draft).

4.B.6 Update Executive Summary

The consultant will update this chapter after the draft Plan has been completed. The Executive Summary should be written to serve as a stand-alone document.

Deliverable 4A6.1: Draft Executive Summary Chapter (one administrative draft version, one

Working Group draft and one final draft)

Task 4C: Finalize Plan Documents

The consultant will incorporate all draft chapters into a Draft Countywide Pedestrian Plan and a Draft Countywide Bicycle Plan. The Draft Plans will be reviewed by the Working Group, BPAC, ACTAC and additional groups, per the adopted outreach plan developed in Task 3. The consultant will develop Final Draft Plans to be adopted by the ACTIA and ACCMA Boards, and make any final changes requested by the Boards.

The Plans should be concisely written documents with a significant number of new graphics. A key goal of this update is to make the extensive data and resources in both plans more easily accessible to users, by highlighting relevant data, and adding new, easily understandable graphics, charts, maps and photos. Some photos will be provided by ACTIA and the ACCMA and other photos should be provided by the consultant.

Deliverable 4C.1: Draft Plans - 50 copies of each document.

Deliverable 4C.2: Final Draft Plans - 50 copies of each document and pdf files to be posted on the agency websites.

Deliverable 4C.3: Final Adopted Plans - 125 copies and pdf files to be posted on the agency websites.

Task 4D: Additional Coordination Opportunities

Task 4.D.1 General Coordination Recommendations

During the process of updating the plans, the consultant will develop recommendations for streamlining and coordinating the two plan documents during future updates.

Task 4.D.2 Toolkit/Design Guidelines

In 2006, a Toolkit for Improving Walkability in Alameda County was developed and adopted with the Pedestrian Plan. This Toolkit was reviewed and updated in June 2009 with new resources and new web links added. The consultant will provide recommendations on the following:

- a. An approach to reformatting the current print-layout Toolkit document for the web, to increase its use and accessibility.
- b. Modifications that would be needed to expand this Toolkit to also apply to bicycling.
- c. Existing design guidelines and/or best practices that could be used when evaluating countywide discretionary grant capital projects. The recommendation should include how the document may need to be revised to apply to Alameda County, and any limitations on using them for this intended purpose.

The funding and level of effort needed to implement the above recommendations will be developed. The implementation of these recommendations may be requested as an additional optional task.

Deliverable 4D.1: Recommendation on streamlining and coordinating the Pedestrian and Bicycle Plans in the future.

Deliverable 4D.2: Recommendations on improving the use of toolkits and design guidelines in Alameda County, with cost estimates for implementation.

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